

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 133PAGE  
NO. 1

1. Requesting Agency

2. Division or Bureau of Requesting Agency

DEPARTMENT EMPLOYMENT SECURITY

PERSONNEL OFFICE

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.																
1.	<p><b><u>EMPLOYEES FOLDER</u></b></p> <p>Period Covered: 1937 - Quantity: 19 letter size drawers (28 cubic feet) File Arrangement: alphabetical Annual Accumulation: 1 1/2 cubic feet</p> <p>One or more of the listed items is found in the Employees Folder:</p> <p><b><u>FOLDER</u></b></p> <table border="0"><tr><td>UC 172</td><td>Application for Employment</td></tr><tr><td>SEC 130</td><td>Request for Temporary Appointment</td></tr><tr><td>DES 157</td><td>New Employee Report</td></tr><tr><td>DES 175B</td><td>Efficiency Rating</td></tr><tr><td>DES 177</td><td>Termination of Employment</td></tr><tr><td>DES 190</td><td>Progress Report (usually 3 in each folder)</td></tr><tr><td>DES 197B</td><td>Hiring - Temporary Appointment</td></tr><tr><td></td><td>Correspondence</td></tr></table> <p>Data in folders of former employees is used for answering inquiries particularly for Federal Bureau of Investigation clearance and security checks. Employee records of the war years - January 1, 1942 to November 15, 1946 - are considered Federal Records. During this period employment was governed by Federal administrative policy. Disposition of these records must be made only with the approval of the proper Federal agency. The recommendation below does not apply to the records for the period January 1, 1942 to November 15, 1946.</p> <p><b>RECOMMENDATION: RETAIN FOR 20 YEARS AFTER TERMINATION OF EMPLOYMENT.</b></p>	UC 172	Application for Employment	SEC 130	Request for Temporary Appointment	DES 157	New Employee Report	DES 175B	Efficiency Rating	DES 177	Termination of Employment	DES 190	Progress Report (usually 3 in each folder)	DES 197B	Hiring - Temporary Appointment		Correspondence	<p><i>Approved Hall of Records Commission</i></p>
UC 172	Application for Employment																	
SEC 130	Request for Temporary Appointment																	
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DES 190	Progress Report (usually 3 in each folder)																	
DES 197B	Hiring - Temporary Appointment																	
	Correspondence																	

7. Agency, Division or Bureau Representative

Signature

Chairman

Title

March 10, 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

APR 11 1955

Date

Secretary

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(Continuation Sheet)SCHEDULE  
NO. 133PAGE  
NO. 2.4.  
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## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

2. PERSONNEL HISTORY CARD

Form No.: UC 178

Size: 5" x 8"

Period Covered: 1937 -

Quantity: 4 drawers (2 cubic feet)

File Arrangement: alphabetical

Annual Accumulation: 1 linear inch

This card shows promotions, salary changes and transfers, dates, positions held, reason for leaving; used for reference, particularly when applying for work in Federal agencies.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved Hall of  
Records Commission*

3. CORRESPONDENCE

Period Covered: 1937 - -

Quantity: 5 letter size drawers (7½ cubic feet)

File Arrangement: alphabetical by subject or correspondent

Annual Accumulation: less than ½ cubic foot

Disposable Amount: 3½ cubic feet (estimate)

Correspondence with individuals, Federal, State and local agencies, and other State agencies, inter-office, etc., concerned with the functions of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved Hall of  
Records Commission*

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date APR 11 1955

*[Signature]*  
Secretary